

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

FEBRUARY 19, 2019

President Adams called the Regular Meeting of the Detroit Library Commission to order at 1:45 p.m.

Present: President Adams, Commissioners Bellant, Inniss-Edwards, Friley, Gray, Jackson, Taylor (Ex-Officio)

Administrative staff: Mondowney, Brown, Funchess, Ibegbu, Johnson, Norfolk, Powell, Simmons, Williams

Present Also: Cheryl Blessett, Gene Cunningham, Deborah Dorsey, Kathryn Dowgiewicz, Sean Everett, Amisha Harijan, Elena Herrada, Christina Ladson, Christine Peele, Yvette Rice, Tiffani Simon, Derick Suppon, Karlyta Williams

NOTED

The agenda was amended to remove approval of the Procurement Policy because it was tabled by the Committee on Administration.

APPROVAL OF MEETING MINUTES

The minutes of the Regular Meeting of January 15, 2019 were approved as presented.

PUBLIC COMMENTS

Elena Herrada – Friends of the Bowen Branch – Ms. Herrada congratulated the new incoming Commissioner. She then asked how are the Library Commission vacancies posted and why the Library Commission does not have a bi-lingual member to represent the Southwest Detroit community.

Minutes were approved at the March 19, 2019 Commission Meeting

President Adams said that she appreciated Ms. Herrada's concerns and the Commission recognizes the lack of representation, however, this matter should be directed to the Detroit Public Schools Community District (DPSCD) Board of Education because they appoint the Library Commissioners.

Dr. Iris Taylor, Ex-Officio, President, DPSCD Board of Education, stated that the Library Commission vacancy was posted on the DPSCD website in November 2018. It was also announced at the November 2018, December 2018 and January 2019 board meetings. January 31, 2019 was the deadline for candidates to submit their resumes.

Gene Cunningham – Satisfaction Realty LLC – Mr. Cunningham spoke on behalf of his client who would like to make an offer on the Richard Branch Library. He said he had not received the legal description of the property from the listing agent and wanted the staff to provide him with the information if he didn't receive it in a timely manner.

REPORT OF THE PRESIDENT

President Adams welcomed Ms. Edythe Hayden Friley, the newly appointed Commissioner.

President Adams encouraged all the Commissioners to attend library events and to visit the library branches to understand the issues of the community.

OATH OF OFFICE – COMMISSIONER EDYTHE HAYDEN FRILEY

Commissioner Edythe Hayden Friley

I, Edythe Hayden Friley, accept the office of the Library Commissioner of the Detroit Public Library, and promise to discharge its duties to the best of my ability.

/s/ Edythe Hayden Friley

Subscribed and sworn to before me this 19th day of February, A.D., 2019

/s/ Cheryl Wright-Blessett

Notary Public, Wayne County
My Commission expires July 14, 2021

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REPORT OF THE EXECUTIVE DIRECTOR

Main Library Exhibits

Mrs. Mondowney reported that Main Library's Adam Strohm Hall is the site of an exhibit, "Black Bottom Street View," that will be available for viewing through March 2019. Architect Emily Kutil has recreated the Black Bottom neighborhood using historic photographs from the Burton Historical Collection. The exhibit was featured in the February issue of *Hour* magazine and the January 24, 2019, edition of the Detroit Free Press.

"Neighborhood Natives," a photo series exhibit of notable Detroiters returning to the neighborhoods they grew up in, is located on the first floor. The exhibit includes photos of Mary Wilson of the Supremes and world-class boxer Tommy Hearns.

Branch Activities

Mrs. Mondowney reported that the Duffield Branch will host "Who is Recy Taylor?" a Women's History Month program at 2 p.m., on Saturday, March 16, 2019. Award-winning author and historian Danielle McGuire will discuss Recy Taylor's story, which was the subject of her book, *At the Dark End of the Street*.

Free beginner golf classes will be offered by Swing4Dreams at the Parkman Branch at 10:30 a.m., on Saturdays, March 2 and March 9. Equipment and instruction materials will be provided.

Beginning on Thursday, March 7, 2019, the Sherwood Forest Branch will present "Cranbrook Science on the Go," a four-week educational series for children and tweens. The hour-long programs provide opportunities for children to explore scientific topics in a way that is accessible and fun. Registration details are available at the Library's website, detroitpubliclibrary.org.

ABCmouse Program Expanded

Mrs. Mondowney reported that in May 2018, the United Way for Southeastern Michigan donated 60 Internet-enabled tablets that allow DPL customers at five branches to access ABCmouse, a popular online educational program for children ages 2-8. The organization has donated an additional 80 tablets, for a total donation of 140 tablets. These additional tablets will be placed at other branches, allowing for increased access to the ABCmouse program.

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Comerica Bank, Java & Jazz

Mrs. Mondowney reported that international jazz vocalist, model and actress Kimmie Horne will be the opening performer for the 19th Annual Comerica Bank, Java & Jazz at 6 p.m., on Tuesday, March 19, 2019. The public is invited every third Tuesday from March – July to enjoy the best of Detroit's musical talent.

Librarian Honored

Mrs. Mondowney reported that in December 2018, the Skillman Foundation recognized 50 people who represent the heart of Detroit. Mary Jo Vortkamp, a children's librarian and manager of the Franklin Branch, was selected for her work in nurturing and investing in Detroit's young people. Mary Jo said that she aspires to "work with everyone and anyone to help Detroit youth become the happiest and most skilled adults – who love to read – in the United States."

Bequest to the Burton Historical Collection

Mrs. Mondowney reported that the Burton Historical Collection is the beneficiary of a \$5,000 bequest from the estate of Hildreth H. Spencer. Ms. Spencer was the daughter of James Houston Spencer, a professor of music at Adrian College, whose papers are held in the Burton Historical Collection. The bequest was made in honor of Mark Bowden, DPL's Coordinator for Special Collection and a graduate of Adrian College.

Wayne County

Mrs. Mondowney reported that on January 15, 2019, DPL received a payment of \$80,365.26 from Wayne County for delinquent property taxes.

NOTED

President Adams asked the staff to prepare a resolution honoring Ms. Mary Jo Vortkamp for her work and her recognition from the Skillman Foundation. She said the resolution should be presented at the next Commission meeting.

Minutes were approved at the March 19, 2019 Commission Meeting

COMMITTEE ON ADMINISTRATION

Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from January 1, 2019 through January 31, 2019. These actions have been approved by Administration.

APPOINTMENTS (0)

RETIREMENTS (0)

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = (0)

POTENTIAL RETIREMENTS (0) Pending COD Approval

Employee Name	Title	Last Day Worked
Paula Beaudoin	Manager	March 31, 2019

SEPARATIONS (1)

Employee Name	Title	Last Day Worked
Robert Maxwell Kennedy	Customer Service Representative	December 28, 2018

EMPLOYEE HEADCOUNT

Headcount	January 2019	Headcount	January 2018
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	306	Active Employees =	305
Vacant Positions =	*9	Vacant Positions =	20

*10 Vacant Janitorial Positions
Transferred to LGC Global Contract

Minutes were approved at the March 19, 2019 Commission Meeting

VACANT POSITIONS

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	25	21	4
Librarian III	29	28	1
Librarian I & II	24	21	3
Customer Service Representative	91	90	1
Total			9

Only Position Titles with vacancies are listed.

Approval is requested to accept the Human Resources Report as presented.

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Jackson supported. The motion passed unanimously.

COMMITTEE ON BUILDINGS/COMMITTEE ON FINANCE**Approval to Install Rubber Floors at the Jefferson Branch Library**

The Facilities Department is seeking approval of a contract for the installation of rubber floors at Jefferson Branch Library, located at 12350 E. Outer Drive, Detroit, MI 48224. This is part of Phase I of the Jefferson Branch renovation project.

An Invitation for Bid (IFB), IFB-CL-1914, was posted on DPL's website and sent to the MITN (Michigan Inter-Governmental Trade Network) on December 6, 2018. The solicitation period was from December 6, 2018 until bid closing at 2:00 p.m. on January 2, 2019, at which time the bid documents were no longer available for download. The bid was downloaded from the MITN website by eleven (11) contractors. Two (2) contractors attended the mandatory site visit and submitted a bid on the project, as follows:

Minutes were approved at the March 19, 2019 Commission Meeting

Dean Flooring	\$66,501
34133 Schoolcraft	
Livonia, MI 48150	

Master Craft Floors	\$57,110
5001 Fogg	
Plymouth, MI 48170	

The Facilities Department reviewed the bids submitted and recommended, Master Craft Floor, the lowest, qualified bidder to complete the services for this project.

Approval is requested to contract with Master Craft Floors for a total cost not to exceed \$57,110.

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Inniss-Edwards supported. The motion passed unanimously.

Approval of Asbestos Remediation at the Jefferson Branch Library

The Facilities Department is seeking approval of a contract for the removal of asbestos at the Jefferson Branch Library, located at 12350 E. Outer Drive, Detroit, MI 48224. This is part of Phase I of the Jefferson Branch renovation project.

An Invitation for Bid (IFB), IFB-CL-1915, was posted on DPL's website and sent to the MITN (Michigan Inter-Governmental Trade Network) on December 6, 2018. The solicitation period was from December 6, 2018 until bid closing at 2:00 p.m. on January 2, 2019, at which time the bid documents were no longer available for download. The bid was downloaded from the MITN website by twenty (20) contractors. Seven (7) contractors attended the mandatory site visit and five (5) companies submitted a bid on the project, as follows:

Rightway Remediation, LLC	\$13,700.00
4407 Center Street	
Saginaw, MI 48604	

MWV Environmental Services	\$14,400.00
18407 Weaver Street	
Detroit, MI 48228	

BDS Environmental	\$18,300.00
13845 E. 9 Mile Road	
Warren, MI 48089	

Minutes were approved at the March 19, 2019 Commission Meeting

Onsite Solutions, LLC	\$35,500.00
12725 Stark Road	
Livonia, MI 48150	

Approval is requested to contract with Rightway Remediation for a total cost not to exceed \$13,700.

Commissioner Bellant moved approval. Commissioner Inniss-Edwards supported. The motion passed unanimously.

A request was made by the Facilities Department to secure a new contract for Moving Services for the Detroit Public Library. The services requested under the proposed contract are for relocation of Library collections to a secured facility. The proposed services are on an as-needed basis and shall include packing of boxes, tagging items and professional moving of requested items. The cost associated with the proposed contract include labor, transport vehicles, moving equipment and supplies necessary to properly move library materials.

An Invitation for Bid, #IFB-CL-1916, was issued on January 11, 2019 and bids were due by 2:00 p.m. on January 22, 2019. The IFB was also posted and available for download from Bidnet Direct.com (www.bidnetdirect.com/mitn) and the Detroit Public Library's web page (www.Detroitpubliclibrary.org). The bid documents were downloaded by seventeen (17) suppliers and the Purchasing Department received bids from four companies, as follows:

Premier Relocations 45200 Grand River Novi, MI 48375 248-310-4116		Oneida Solutions Group 10049 Harrison, Ste 500 Romulus, MI 48174 734-573-2683	
Cost/Unit		Cost/Unit	
Labor		Labor	
Straight Time	\$36.00	Straight Time	\$35.00
Straight (Sup)	\$38.00	Straight (Sup)	\$40.00

Minutes were approved at the March 19, 2019 Commission Meeting

OT-Hourly	\$46.00	OT-Hourly	\$45.00
OT-Hourly (Sup)	\$48.00	OT-Hourly (Sup)	\$50.00
Supplies		Supplies	
Containers Legal	\$3.00	Containers Legal	\$2.75
Containers Letter	\$3.00	Containers Letter	\$2.50
Book Box	\$1.00	Book Box	\$2.00
Roll Tape-2"	\$2.00	Roll Tape-2"	\$2.00
Transport Vehicle	\$30.00	Transport Vehicle	\$30.00
Transport Vehicle-large	\$30.00	Transport Vehicle-large	\$30.00
Disposal Fee	\$105.00	Disposal Fee	\$105.00
4% Increase		10% Increase	

BDM TRANSPORT 1300 Broadway Ste 710 Detroit, MI 48226 313-657-1353	ProfesssionalMovers.Com 1270 Pontiac Trail Walled Lake, MI 48382 248-926-9999
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	Cost/Unit		Cost/Unit
Labor		Labor	
Straight Time	\$59.00	Straight Time	\$45.00
Straight (Sup)	\$65.00	Straight (Sup)	\$50.00
OT-Hourly	\$64.00	OT-Hourly	\$58.50
OT-Hourly (Sup)	\$70.00	OT-Hourly (Sup)	\$65.00
Supplies		Supplies	
Containers Legal	\$10.00	Containers Legal	\$5.50
Containers Letter	\$10.00	Containers Letter	\$5.25
Book Box	\$5.00	Book Box	\$1.95
Roll Tape-2"	\$2.00	Roll Tape-2"	\$3.30
Transport Vehicle	\$40.00	Transport Vehicle	\$20.00
Transport Vehicle-large	\$50.00	Transport Vehicle-large	\$25.00
Disposal Fee	\$100.00	Disposal Fee	\$780.00
Gasoline Surcharge	\$3.00		
10% Increase		No Increase	

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The Facilities Department is requesting approval to contract with the lowest, qualified bid, Premier Relocations, at the aforementioned rates for relocation services for one year, with a 2-year option to renew annually, based on performance. Based on planned renovations, historical moving fees have averaged \$9,000; with an allotment for emergency moves, we estimate moving expenses not to exceed \$16,000 annually. The moving services are on an "as-need basis", and the aforementioned rates are guaranteed rates per service request.

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Gray supported. The motion passed unanimously.

COMMITTEE ON FINANCE

Approval of the Routine Report on Finance

The following accounts have been examined and found correct by the staff of Business and Financial Operations and ratification of payment is recommended.

<u>Summary of Expenditures</u>				
<u>PUBLIC FUNDS</u>				
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>				
1	Total Payroll	January 2019		\$924,641.04
2	Total Vouchers – Processed on FUSION	382 to 458		\$473,904.06
3	FY 2019 Benefits Plan			\$159,753.00
4	FY 2019 General Retirement System (GRS)			\$0.00
5	FY 2019 Central Staffing Services			\$304,214.50
6	FY 2019 Hybrid Pension Plan			<u>\$330,000.00</u>
	Total Processed by City of Detroit			<u>\$2,192,512.60</u>
<u>PAYMENTS PROCESSED BY DPL</u>				
1.	Public Funds/Comerica Checking	Check	1313	\$11,621.00
2.	Branch & Main Library Deposit Checking Account	Checks	6329 -6411	\$29,993.37
	Total Processed by DPL			<u>\$41,614.37</u>
GRAND TOTAL				<u>\$2,234,126.97</u>

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<u>Summary of Expenditures</u>			
<u>RESTRICTED/DESIGNATED FUNDS</u>			
1. Burton Endowment Checking	Checks	8318 - 8319	\$4,281.40
2. O'Brien Checking	Check	4706	\$2,000.00
3. Programs & Gifts	Checks	2665 - 2671	<u>\$2,604.81</u>
GRAND TOTAL			<u>\$8,886.21</u>
<u>CREDIT CARD EXPENDITURES</u>			
1. Executive Director			\$354.69
2. Executive Director's Office – used for general office purpose			\$74.95
3. Chief Financial Officer			\$153.00
4. Human Resources Department			\$1,013.79
5. Marketing Department			\$2,213.41
6. Technical Services			\$968.54
7. Facilities Department			\$5,453.21
8. Information Technology			\$1,084.76
9. Purchasing			\$908.83
10. Security			\$1,345.79
11. Public Services			<u>\$1,740.72</u>
GRAND TOTAL			<u>\$15,311.69</u>
Note: These are November 2018 Credit Card Purchases			

COMMISSION ACTION

Commissioner Adams moved approval of the routine report on finance as presented. Commissioner Bellant supported. The motion passed unanimously.

NEW BUSINESS

Detroit Public Library Foundation Update

Ms. Karlyta Williams, Director of Development, DPL Foundation, distributed a copy of the DPL Foundation 2018 annual report to each Commissioner. Mr. Sean Everett, Executive Director, DPL Foundation, gave a brief overview of the report.

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OLD BUSINESS**Proposed Revision to the Detroit Public Library Commission Rules and Regulations****A. APPOINTMENTS**

Current Language: Appointment of Commissioners. The Detroit Library Commission shall consist of seven members: six elected by the Detroit Board of Education; and the seventh, the current President of the Board of Education, who is an ex-officio member.

Proposed Language: Appointment of Commissioners. The Detroit Library Commission shall consist of seven members: six elected by the Detroit Board of Education; and the seventh, the current President of the Board of Education, who is an ex-officio member without vote of all except in the case of a tie-breaking vote should it be necessary.

After a thorough discussion, Commissioner Adams asked the Executive Director to seek a “quick” opinion from DPL’s legal advisors regarding the proposed changes to the rules and regulations regarding the ex-officio member.

The meeting was adjourned at 2:29 p.m.

Minutes were approved at the March 19, 2019 Commission Meeting